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**FACSIMILE TRANSMITTAL SHEET**

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TO: THE COLONY UTILITY DEPT

FROM:

COMPANY:  
City of The Colony

DATE:

FAX NUMBER:  
**972-624-2286**

PHONE NUMBER:

PHONE NUMBER:  
972-625-2741

RE: MOVE-OUT REQUEST

**ATTN: BANK DRAFTS CUSTOMERS – YOUR FINAL BILL WILL NOT  
BE DRAFTED**



**UTILITY DEPARTMENT**

**MOVE-OUT REQUEST FORM**

**(FOR SAME DAY SERVICE, REQUESTS MUST BE RECEIVED BEFORE 12 NOON)**

Name on the Account:

Account #:

Joint Name:

Home #:

Work #:

Cell #:

**Move-Out Address:**

**Date You're Requesting Water to be Turned Off:**

Forwarding Address:

City:

State:

ZIP Code:

Signature:

Date:

Signature of Joint:

Date: